

History

USTRANSCOM BOOK PURCHASE PROGRAM

This instruction prescribes the policies and procedures for managing the United States Transportation Command (USTRANSCOM) book purchase program. It applies to all personnel assigned to USTRANSCOM except for Office of Chief Counsel (TCJA). TCJA will purchase books for the Law and Acquisition Library using their funds. TCJA will inform the Research Center (TCRC) of all book purchases made for their library.

1. General. TCRC serves as the book purchase program manager for USTRANSCOM. Management of the program will include budgeting, funding, acquisition, and distribution of books. Books deemed mission essential and purchased for directorates and direct reporting elements (DREs) will be placed on long term loan to a specific office. These books will be considered "accountable" and subject to an annual inventory.

2. Policy:

2.1. TCRC will order all books for the command except for the TCJA law and acquisition library, using funds allocated annually to TCRC for commercial publication purchases. Centralizing the program: (1) provides accountability and budgeting oversight; (2) eliminates duplication within directorates and DREs; (3) offers opportunities for discounts from publishers; and (4) facilitates finding books within the command.

2.2. Directorate division chiefs and above and DRE chiefs are authorized to approve requests for mission essential books. In the context of this regulation, *mission essential* is defined as "those publications or services whose content or informational value is so related to the mission, function, initiatives, and tasking of the organization that its performance would be adversely affected or impaired in the absence of immediate, direct access to, or availability of the publication." In the absence of a designated approving official, the person acting in the capacity has approval authority. Approval authority will not be further delegated.

2.3. As final approval authority, TCRC will eliminate redundancy and other non-mission essential purchases where possible.

2.4. Justification for directorate and DRE book purchases must include the mission essential requirements the item fulfills.

2.5. Books on compact disk-read only memory (CD-ROM) must be purchased by TCRC with the exception of TCJA requirements. Examples of books on CD-ROM include Delorme's *Street Atlas*, Rand McNally's *World Atlas*, and Fairplay's *World Shipping Encyclopedia*. To avoid local area network (LAN) problems and copyright violations, Command, Control, Communications, and Computer Systems Directorate (TCJ6) must approve any CD-ROM to be used in a networked CD-ROM tower.

2.6. Books purchased by TCRC for use in directorates and DREs will be placed on long term loan to that office. A record of books located in the command will be kept by TCRC.

2.6.1. Books purchased by TCRC for long term use in directorates and DREs will be returned to TCRC when the books are no longer needed. Those books not placed in TCRC's holdings will be sent to the Defense Reutilization and Marketing Office (DRMO) for salvage.

2.6.2. In special circumstances, directorates and DREs may purchase books with their own funds. However, TCRC must first approve the purchase and, upon approval, provide a control number for the purchasing office's records.

2.7 Directorates and DREs should not fill out coupons for book offers on a trial basis. TCRC will not honor invoices for books received in this manner.

3. Procedures:

3.1. Directorate and DRE Custodians. Each directorate and DRE will designate a primary and alternate book custodian, and send a letter of appointment to TCRC.

3.2. Preparation of USTRANSCOM Form 21, Requisition for Mission Essential Commercial Publications (Books/Newspapers and Periodical Subscriptions). The book custodian will submit a USTRANSCOM Form 21 for every book purchase. Instructions for completing the form are located on the sample form attached (Attachment 1). Completion of each item on USTRANSCOM Form 21 will prevent delays in placing orders. TCRC will place the order and make distribution upon receipt. TCRC has available the current edition of *Books in Print*.

3.3. Annual inventory of books. TCRC will conduct an annual inventory of the books on long term loan to directorates and DREs. TCRC will send each directorate and DRE a listing of books that have been placed on long term loan to their office. Directorate and DRE book custodians will be responsible for inventorying their holdings and submitting the results, in writing, to TCRC.

4. Form prescribed: USTRANSCOM Form 21, Requisition for Mission Essential Commercial Publications (Books/Newspapers and Periodical Subscriptions).

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1 Attachment

Sample USTRANSCOM Form 21

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCFP, TCIG, TCIM, TCJA, TCPA, TCRC-1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCJ5 - 4; JTCC, TCDC-JS, TCJ1, TCJ6 - 5 each; TCJ3/J4 - 13)